



CHIEF OF STAFF

Job Code: 1011

EEO Class Code: Official/Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o019

NATURE OF WORK

Highly responsible administrative and managerial work in planning, organizing, and directing City Departments and/or Divisions and a variety of specialized City projects and functions, analyses and preparation of reports, and other tasks as may be assigned by the City Manager. This position is part of the City Manager's Executive Team responsible for high level planning and administration.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Carries out directives from the City Manager
- Supports and partners with the Assistant City Managers and other members of the Executive Team to carry out the City Manager's directives
- Deals with the public in handling various complaints and/or requests
- Resolves or assists in the resolution of citizen complaints
- Reviews and responds to or makes recommendations concerning incoming correspondence, memos, reports and other materials
- Prepares letters to the Commission, residents, other memos and reports
- Represents the City Manager before Committees, Boards, Citizen Groups and other agencies and/or organizations
- Confers with and advises Department and Division Heads in outlining and implementing plans for functions delegated by the City Manager
- Responsible for the general administration, staff assignments etc of the Office of the City Manager
- Performs related tasks as required

KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of public management and organization theories, principles, practices and techniques at the local, state, and federal level; thorough knowledge of the organization, function, and methods of operation of the City's legislative and executive staff and departments
- Thorough knowledge of the basic laws, ordinances and regulations underlying the municipal corporation
- Thorough knowledge of municipal finances and administration
- Ability to motivate staff and departments under his/her leadership
- Ability to analyze a variety of complex administrative problems to make sound recommendations for their solutions and to prepare working procedures
- Ability to express ideas effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with other City officials, employees and the general public
- Ability to plan, supervise and coordinate the work of staff

MINIMUM REQUIREMENTS

- Advanced college degree in Business or Public Administration or related field
- Extensive administrative experience and responsibility including finance, budgeting, administration, project management, problem solving, decision making, or policy formulation/recommendation or equivalent
- Experience can substitute for education on a year-for-year basis

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, calculator, copier, and fax machine
- Some walking; no significant standing, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling

SUPERVISION RECEIVED

- General and specific assignments are reviewed by the City Manager
- Work is performed with little direct supervision and considerable latitude for use of independent judgment in the selection of work methods and procedures
- Work is reviewed for compliance with departmental objectives and standards

SUPERVISION EXERCISED

- Plans, organizes, directs, controls and coordinates the activities of a variety of City staff/functions as directed by the City Manager